

**Commonwealth of Kentucky  
Kentucky State Board for Proprietary Education  
PO Box 1360  
Frankfort, Kentucky 40602  
502/564-3296, ext. 239**

**COMMERCIAL DRIVER LICENSE TRAINING SCHOOL  
NON-RESIDENT SCHOOL LICENSE RENEWAL APPLICATION**

**This form must be completed in its entirety, typed or printed legibly and submitted to the board office with the annual license renewal fee. All fees must be paid by check or money order made payable to the KENTUCKY STATE TREASURER. DO NOT SEND CASH.**

Please indicate any change in the school address below:

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1. Mailing Address (if different than above): \_\_\_\_\_  
\_\_\_\_\_
  2. Name(s) of Owner(s): \_\_\_\_\_  
\_\_\_\_\_
  3. Name of Chief School Administrator: \_\_\_\_\_
  4. Has ownership changed since previous application? \_\_\_\_ Yes \_\_\_\_ No If yes, give details on separate attachment.
  5. Present enrollment: \_\_\_\_\_ Total enrollment during year (include present enrollment): \_\_\_\_\_  
Number graduating during year: \_\_\_\_\_
  6. Present instructional staff: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time
  7. List courses submitted for Board approval. List title of course(s) as will appear on the school's Certificate of Licensure. (Attach separate sheet if necessary.)

Name of Course	Type of Program (Certificate/Diploma)	Estimated Time to Complete	Length of Program	Hrs/Wks/Credit Hours
1.				
2.				
3.				

List **all** Federal and/or State Financial Aid programs offered by the school:

Name/Title \_\_\_\_\_ Type \_\_\_\_\_

Name/Title \_\_\_\_\_ Type \_\_\_\_\_

List **all** financial institutions used for students to finance tuition costs (name, address and telephone number):  
(Attach separate sheet if necessary.)

_____	_____
_____	_____
_____	_____
_____	_____

8. The following items **must** be attached as part of this application (instructions included in packet):

- A. **Copy** of current school catalog, certified as being true and correct in content and policy.
- B. **Copy** of student contract or agreement form, including school refund policy.
- C. **Copy** of current evidence of compliance with appropriate fire, safety, and health codes.
- D. **Original** Proprietary School Bond or Continuation Certificate for surety bond # \_\_\_\_\_.
- E. \$900.00 annual renewal license by check or money order made payable to the **Kentucky State Treasurer. DO NOT SEND CASH.**
- F. Instructor license application completed for each instructor with fees and photographs.
- G. Agent permit application completed for each agent/recruiter with fees and photographs.
- H. Copy of current liability insurance policy including listing of all equipment and VIN.
- I. Copy of all advertisements currently published in print or broadcast.

9. **I certify that all information given is true and correct to the best of my knowledge and that all requirements as set forth in KRS Chapter 165A are met. I hereby affirm that I have not been arrested or convicted of a misdemeanor or felony since the initial application for licensure was submitted and processed.**

_____ (Signature of School Director)	_____ (Printed Name of School Director)	_____ Date
_____ (Signature of School Owner)	_____ (Printed Name of School Owner)	_____ Date
_____ (Signature of School Owner)	_____ (Printed Name of School Owner)	_____ Date
_____ (Signature of School Owner)	_____ (Printed Name of School Owner)	_____ Date
_____ (Signature of School Owner)	_____ (Printed Name of School Owner)	_____ Date

\_\_\_\_\_  
(Name of School)